Work order will not be processed without the following information:

Department __________________________ Cost Center No. __________________________

Date Submitted ______________________ Cost Center Director’s Signature __________________________

Person Requesting Job __________________________ Phone __________________________

Fax # __________________________ E-mail __________________________

Title of Publication __________________________

SPECIAL INSTRUCTIONS: Fill in the appropriate information below. (The gray areas are for office use only.)

This project will not be accepted without the Cost Center Director’s signature and the Cost Center number.

POLICIES:

• Most projects must be scheduled a minimum of 10 working days in advance – 15 working days at the beginning/ending of each semester and around holidays. The time for completion of the project may vary. Check with the Executive Director of Media & Publications for a project schedule.

• Copy must be submitted in hard copy form and on disk. **Media & Publications is NOT responsible for proofreading copy.** If major changes are made by originator on proof copy, the job is placed back in rotation for redesign and a new due date will be assigned.

• A statement indicating that Kean is an equal opportunity institution is also required on all publications. The University’s name must be displayed prominently on all University publications/documents.

• Media & Publications reserves the right to refuse any assignment on the basis of time limitations or content. The University does not provide graphic/printing services for personal use, and all items remain the property of Kean University.

Create

Quantity __________________________

Paper Type __________________________

❑ NCR __________________________

❑ Fold

❑ Pad

❑ Print on one side

❑ Make Changes

Pages (#) __________________________

Paper Size __________________________

❑ Paste-up (hours) __________________________

❑ 3-hole drill

❑ Print both sides

❑ Paper Color __________________________

Ink Color __________________________

❑ Collate

❑ Collate and staple

Do Not Complete Shaded Areas – For Graphics Use Only

Job No. __________________________

Date Received __________________________

Date Job Done __________________________

Desktop Publishing (hours) __________________________

❑ Disk Provided

Date Proof(s) Sent __________________________

Date Sent to Copier __________________________

Date Sent to Press __________________________